

Maine Odyssey of the Mind 2017-18 Policies and Procedures

The policies and procedures herein are intended to apply to our Maine Odyssey organization. Please refer to the Program Guide and other materials provided by CCI for general program information.

1. Accommodations

- a. No person, corporation or organization shall, on the basis of race, color, national origin, religion, sex, sexual orientation, or physical disability or impairment, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by the State Organization.
- b. Upon appropriate advance notice, the Board will attempt to accommodate any (reasonable) special needs of team members, coaches, and judges, with respect to medical or dietary needs (including but not limited to: providing interpreters, accommodating food allergies, providing quiet spaces, etc.)
- c. Notice shall be provided to the Association Director(s) no less than two weeks prior to the date for which the accommodation is needed.

2. Awards

- a. MeOoTM may, as it deems appropriate, make the following awards: The Ranatra Fusca, OMER's Awards, the Dube 350, the Steve Walsh and the Casey Irish Awards.
- b. Steve Walsh Award and the Casey Irish Award: A committee appointed by the Board looks at applications/recommendations for the Steve Walsh Award and the Casey Irish Award. All nominations shall be submitted no later than Regional Tournaments. The committee will review those submissions and make a decision prior to the State Tournament.
- c. OMER's Award (as described and outlined in the Program Guide): OMER's Awards are based on recommendations/nominations from judges, coaches or others, and are submitted to the Association Director(s). The Association Director(s) with guidance and input from the Tournament Director and Judges' Coordinators, if available, will determine whether or not the nominees meet the criteria. Final Decision shall be made by the Association Director(s); in the event of a tie the Tournament Director's vote shall break any tie.
- d. Ranatra Fusca: Ranatra Fusca awards are based on nominations by judging teams only. The Association Director(s) with guidance and input from the Tournament Director and Judges' Coordinators, if available, will determine whether or not the

nominees meet the criteria. Final Decision shall be made by the Association Director(s); in the event of a tie the Tournament Director's vote shall break any tie.

- e. The Dube 350: The Dube 350 is awarded to a team, with five or more teams in the same competition, that receives a perfect score of 350.
- f. Discussions and decisions about awards and potential awards will be held in a room that is private away from anyone who might be able to hear the discussion.

3. **Awareness Sessions and Recruitment**

- a. Awareness sessions may be offered to any member or non-member for the purposes of coach and team member recruitment.
- b. Board sponsored sessions to be coordinated through the Recruitment Director
- c. Board sponsored session will be presented by the Recruitment Director and/or Board approved representative(s); may include Association Directors, Board members, former/current coaches and team members.
- d. Sessions will take place at the discretion of Recruitment Director and Association Directors.

4. **Board - Conflict of Interest**

MeOoTM Board members are expected to conduct themselves with honesty and integrity and in the best interest of the organization. Their actions should avoid any appearance of a conflict of interest. To help ensure this:

- a. Board members who are coaching teams should be cognizant of their roles. When they are acting as coach of a team, their garb should be that of a team coach. They shall not use their Board position in discussing team performances, activities, etc., with officials.
- b. Board members shall not act in any way that could be construed as trying to gain favor or preference towards teams they are coaching, for which they are coordinating, with which they have a familial or community relationship, etc.
- c. Board members shall not share with any teams any information that would not be available to all teams.
- d. Student board members at board meetings shall be excused from the meeting when tournament information that includes their teams is discussed, for example, number of teams in a problem. They do not participate in voting for new Student Board Members.
- e. Many Odyssey Board members have extended family involved in the program, whether that be as officials, volunteers, team members, coaches, etc. It is incumbent on them to remember when they are functioning as a Board member

and when they are functioning as part of a different association with tournament participants.

- f. Board members who are Coaches or Coordinators and have electronic access to clarifications/Spontaneous problems, are expressly prohibited from reviewing team specific clarifications or Spontaneous problems.

5. Board - Finances

- a. Who makes deposits/withdrawals (who has debit card)
 - i. Anyone with a debit card can make deposits or withdrawals. Deposits can also be made using a deposit slip (this option is used primarily for merchandise sales)
 - ii. Debit cards are issued to: the Treasurer, State Tournament Director, and Association Directors. Said users may, in turn, authorize additional users for specific, major expenses. If an organization debit card is used, the Treasurer should be notified immediately with details of the purchase.
- b. Who has access to account
 - i. Anyone with a debit card can make deposits, withdrawals and see account balance. Full access rests solely with the Treasurer.
 - ii. Access is through the TD Bank website and via QuickBooks
 - iii. The Treasurer and Association Directors have authority to sign MeOotM checks.
- c. Receipts
 - i. Receipts shall be provided to the Treasurer for any expenditures.
 - ii. The Treasurer should be notified of any debit card purchases.
- d. Deposit Forms
 - i. The Treasurer can provide electronic copies of deposit forms to Board members who require them.
- e. Audit
 - i. The Board legal advisor is provided with monthly bank statements and reconciliation reports from the Treasurer.
 - ii. Board members are provided with a monthly financial report from the Treasurer
- f. Sales Tax reporting
 - i. Treasurer is responsible for submitting monthly sales tax reports to Maine Revenue Services
- g. Income Tax Exemption
- h. Treasurer is responsible for submitting form 990EZ to the Internal Revenue Service shortly after the close of each fiscal year

6. Board - Members/Officials Compensation

- a. Members of the MeOotM Board, including Association Director(s), shall serve without compensation.
- b. Expenses incurred in the fulfillment of Board responsibilities shall be reimbursed as provided below in Section 7 and as required and allowable by the Internal Revenue Code.
- c. The state organization shall provide each Board Member with a Maine Odyssey of the Mind Board of Directors' shirt and name tag at the beginning of their service. Replacements Board shirts and/or name tags may be purchased at cost.
- d. Board members shall be entitled to purchase merchandise at-cost, provided the items purchased are for their personal use only (e.g. OM Apparel, State Pins, Spontaneous books, Odyssey Tchotchke, etc.)

7. Board - Reimbursement

- a. When traveling please keep in mind this is a non-profit organization so please exercise common sense and be efficient where possible. This document is not designed to cover all possible scenarios. All expenses are subject to the approval of the Association Director and the State Board of Directors.
- b. This reimbursement section of the policy applies to State Board members for meetings, tournaments, and other activities. When approved by the Association Director, this section also applies to the extended leadership group (State Problem Captains and other state-level leaders).
- c. Transportation
 - i. Travel to presentations/awareness sessions is reimbursed at the business IRS rate. Travel to Board Meetings and other scheduled functions is not reimbursable.
- d. Materials
 - i. Materials and other necessities used for training, tournaments, and other MeOoTM business is reimbursed at actual cost (or may be paid for via the MeOoTM debit card by authorized users). Receipts for all materials purchased must be provided to the treasurer.
- e. In-kind Donation
 - i. Regardless of whether reimbursement is desired by an individual, copies of receipt(s) should still be turned in to the Treasurer for in-kind donation (this allows the Board to maintain an accurate budget).
- f. Hotels

- i. Lodging for the night prior to regional competitions or state tournament is provided at MeOoTM's expense for head judges and essential Board members traveling further than 90 minutes or at the discretion of the Board. Reservations for lodging shall be arranged by the respective tournament director.
- g. Food
 - i. Association Director(s) (or Designee) and the World Finals Coordinator (or Designee) shall be reimbursable up to \$50/day - per diem (excluding alcohol) for travel to and from World Finals
 - ii. The Board may authorize additional food purchases for meetings, trainings, set-ups, etc.
- h. World Finals and Association Directors Meeting.
 - i. Travel expenses, including transportation, parking, and checked luggage fees, is paid for by MeOoTM for the Association Director, or designee, and the World Finals Coordinator, or designee. CCI pays the double-occupancy costs of lodging and meals for Officials attending World Finals and the Association Directors' meeting; any MeOoTM attending World Finals on behalf of the organization who choose to have a single room, or who bring a guest, are responsible for the difference in cost.

8. Clarifications

- a. Teams must submit clarifications through the regular Odyssey of the Mind online clarifications process. Clarifications must be submitted by February 15.
- b. Questions regarding specifics related to individual problems will be referred to the Judges Coordinators. The Judges Coordinators will only answer general questions as related to the components of the Program Guide and will refer other questions to the clarification process or the long term problem itself.
- c. Teams will not receive any information/interpretations of the long term problem based on their relationship with any members of the Board of Directors of Maine Odyssey of the Mind or other Maine Odyssey Officials.
- d. For Regional Tournaments, teams are responsible for adhering to all general clarifications issued prior to Judges Training. Teams are responsible for adhering to all clarifications at State Tournament and World Finals.

9. Code of Conduct/Contract

- a. Conduct of every Maine OotM participant, as part of an official Odyssey activity, reflects on the entire team, membership, Maine OotM, and the Odyssey of the Mind Program.

- b. Maine OotM and Odyssey of the Mind expect that teams, coaches, supporters, volunteers and officials will conduct themselves, when involved with Odyssey of the Mind activities, in a manner consistent with the values expressed within the Odyssey of the Mind Program Guide. Most failures to meet expectations can be handled by gentle reminders or through scoring penalties. More serious matters may warrant additional disciplinary actions.
- c. Team members, coaches and officials will read, and sign the appropriate form and conduct themselves according to the following codes of conduct:
 - i. Maine Odyssey of the Mind Team Code of Conduct – turned in with other tournament forms at Regional tournament
 - ii. Maine Odyssey of the Mind Coach Code of Conduct – turned in with other tournament forms at Regional tournament
 - iii. Maine Odyssey of the Mind Officials Code of Conduct –turned in Judges Training (judges), Volunteer Registration (team volunteers), Annual Meeting (board members)
- d. All forms shall be kept on file and maintained by the Board.

10. Communications with Creative Competitions, Inc., (CCI)

- a. The CCI offices are very busy, especially during the spring. Direct communication with Creative Competitions shall be done only by the Association Directors, who can direct questions, etc., in the most efficient manner.
- b. Teams may communicate with CCI in instances that relate to their teams' financial status.
- c. Communications with CCI on behalf of teams for matters regarding such things as World Finals housing arrangements, should first be done with the Association Directors, who may either intercede on behalf of the team(s) or direct the team representative to contact CCI.
- d. Once a World Finals official has been selected, s/he may contact CCI directly regarding their personal arrangements.

11. Conduct/Reasons for Discipline

- a. The behavior of coaches, team members, parents and supporters is the responsibility of the membership.
- b. At tournaments and trainings, however, MeOoTM will employ discipline of said coaches, team members, parents, and supporters, in keeping with the annual Program Guide and long-term problem text.
- c. Possible reasons for discipline include but are not limited to:
 - i. Unsportsmanlike conduct;
 - ii. Outside Assistance;

- iii. Overzealous questioning of tournament officials;
 - iv. Destruction or damaging property belonging to MeOoTM, other teams, or the host venue;
 - v. Disrespectful behavior toward MeOoTM officials;
 - vi. Unethical behavior.
- d. Reasons to Disallow or Disqualify a Team from Competition
- Teams may be prohibited from competing for:
- i. Any reason enumerated above;
 - ii. Any reason listed in the Program Guide or long-term problem text.
 - iii. Egregious behavior as determined by the Judges Coordinator, Tournament Director and Association Directors in conjunction with the relevant Head Judge
 - iv. See also Section 24 below (good faith)

12. Fees/Costs

- a. All teams participating in any Regional Competition or Primary Tournament will be required to pay the registration fee established by the Maine Odyssey of the Mind Board of Directors as posted on their website and on the tournament/competition registration page. The fee for Regional Competitions for the 2017-18 year is \$60 and for the Primary Tournament is \$25. In 2018-19, the fee for Regional Competitions will be \$75 and for the Primary Tournament will be \$25. There is no additional fee for those teams advancing to the State Tournament.
- b. Tournament fees are non refundable.
- c. There may be additional small fees for some trainings/workshops to help defray the cost of materials for that event.
- d. All prior years' balances must be paid in full before registering for the current year.

13. Fundraising

- a. From time to time, Maine Odyssey of the Mind may contact judges, officials, parents, coaches, alumni and other potential supporters to request donations in the form of financial contributions or donations in kind.
- b. There is no obligation to make any contribution to Maine Odyssey of the Mind as the result of a solicitation.
- c. Any contact with a potential donor to MeOoTM must have prior approval by the Board of Directors of Maine Odyssey of the Mind. In the event that the timeframe for a donation does not allow for the convening of the entire Board, the Association Directors may approve a donation solicitation request.

- d. No Maine Odyssey communication lists may be shared with anyone outside of Maine Odyssey of the Mind. E-mail, phone, addresses, etc., are not given to any other individuals or organizations.

14. Judges - Nomination for World Finals

- a. Each year, prior to World Finals, Creative Competitions, Inc., solicits nominations for World Finals Officials. Nominations are submitted by the Association Directors.
- b. Association Directors make nominations based on the following criteria:
 - i. At least three years of experience as an Odyssey of the Mind judge or official;
 - ii. Strong recommendation by head judge or supervisor; and
 - iii. Demonstrated commitment to Maine's Odyssey of the Mind program
 - iv. Officials, other than Association Directors, pay their own transportation to World Finals. The association provides officials, other than those designated in Section 7 (Reimbursement) with pins and t-shirts at World Finals team costs.

15. Judges - Requirements for participation

- a. The Maine Board of Directors' approved Official's Code of Conduct must be signed each year by any judge and volunteer prior to serving at any Maine tournament.
- b. Judges must be 18 years of age and out of high school to serve in a scoring position. The Judges Coordinator may, however, waive the school requirement in her/his discretion.
- c. Judges for Primary Tournament must be at least 16 years of age.
- d. Prior Odyssey of the Mind experience is not required.
- e. A judge must attend the annual training sponsored by the state organization to learn the job duties (typically a half-day on a Saturday) unless otherwise released from said training at the discretion of the Judges Coordinator. Training is conducted by the state problem captains and/or head judges.
- f. Unless otherwise excused for good reason by the Judging Coordinator, a judge must serve for a full day at their assigned Regional Tournament and are encouraged to also serve a second full day at the State Tournament.
- g. The Judges Coordinator shall have final determination as to which judge is assigned to which problem. Similarly, the Volunteer coordinator shall have final determination as to the volunteer schedule. Every effort will be made to give all judges/volunteers their preferences.
- h. Judges and/or volunteers not exhibiting the knowledge and/or skills necessary to perform their duties, and/or violating their signed Code of Conduct, will not be asked back to judge or volunteer. This can be initiated at the Regional or State

Finals level. The final decision shall be made by the Judges Coordinator in coordination with the respective Head Judge.

- i. The information shall be shared with all Judging Coordinators for future reference.
 - ii. The Judges Coordinator or AD shall notify the respective coach for the team of said judge/volunteer of the same.
- i. At the discretion of the Judges Coordinator(s), coaches may only judge at tournaments which would not affect the outcome of their respective teams, ie; primary coaches may judge at regionals/states and regional/state coaches may judge primary.
 - j. Coaches are not permitted to attend judges training. Training and assignment of said judges will be at the discretion of the Judges Coordinator(s).

16. Judges - Tournament Provisions and Accommodations

- a. The state organization shall provide each Judge with an Odyssey of the Mind Official's tee-shirt. Breakfast, lunch, beverages, and snacks shall be provided to all Judges at the Regional and State Tournaments. Breakfast, beverages, and snacks shall be provided to all Officials at Primary Tournament.
- b. Food items purchased independently by individual judges shall not be reimbursed.
- c. The state organization shall take all reasonable steps to accommodate judges' food allergies, provided proper notice is appropriately provided in advance to an Association Director, Tournament Director or Judges Coordinator.

17. Media Releases - Work in Progress

- a. Each participating team member, coach and official must annually fill out a Media Release form and turn it in at Regionals/Primary registration.
- b. All releases shall be kept on file at/by/with .
- c. Persons under 18 years of age must have their parent or guardian sign.
- d. Your signature on the Media Release permits the organizers and sponsors of the Maine Odyssey of the Mind program to use video and photographs of participants in public showings such as the Awards Ceremony or performances.
- e. Your name will not be publicized unless we ask for additional permission and it is granted by you.
- f. If you choose to opt out of the Media Release, you are asked to complete the Media Opt-Out Form and submit it as indicated above. MeOoTM is not responsible for any video or photographs publicized by anyone outside of our organization.

18. Outside Assistance

- a. Outside Assistance (“OA”) violations to be determined in two categories; competitive and noncompetitive.
 - i. Competitive is witnessed by on-site judges once in staging, during, and immediately after a team's performance
 - ii. Non-competitive is witnessed/suspected and reported to tournament officials prior to or on competition day.
- b. Competitive OA will be determined as follows:
 - i. For OA that is suspected by judging team:
 - 1. Judges will question the team in a consistent manner to other teams
 - 2. Judges will notify Head Judge (“HJ”) of potential violation
 - 3. Judges Coordinator (“JC”) will be notified of potential violation
 - 4. JC and HJ will confer regarding the infraction
 - 5. HJ will inform the judging team of any penalties assessed.
 - 6. Judges will question the team in a consistent manner to other teams
 - 7. At their discretion, HJ and Judges will issue an OA penalty consistent with Program Guide
 - ii. At their discretion, HJ and judges will issue an OA penalty consistent with Program Guide
 - iii. For team that have indicated OA during staging:
 - 1. Staging Judge will notify Head Judge of an admitted OA
 - 2. HJ will inform the judging team
 - 3. Judges will question the team in a consistent manner to other teams
 - 4. At their discretion, HJ and Judges will issue an OA penalty consistent with Program Guide
- c. Non-competitive OA will be determined as follows:
 - i. Judges Coordinator (“JC”) will be notified of potential violation
 - ii. Head Judge will be notified
 - iii. JC and HJ will confer regarding the infraction
 - iv. HJ will inform the judging team
 - v. Judges will question the team in a consistent manner to other teams
 - vi. At their discretion, HJ and Judges will issue an OA penalty consistent with Program Guide

19. Pin Designs

- a. Maine Odyssey of the Mind, in accordance with CCI policy and their legal guidance, will honor the intellectual property of copyrighted brands in the design of pins, (eg Star Wars, Hershey’s, etc.), by disallowing any such copyright infringement.

- b. Any team member, coach, parent, or supporter may submit a design for pins at any level. All pin designs shall be submitted to the Association Director(s) and are subject to approval by said Director(s).
- c. School, team or district pins are subject to approval by the Association Director(s). The pins must adhere to the same respect for copyright as official state pins and may not be designed in such a way as to infer that they are part of a state set of pins or are official MeOo™ pins.
- d. The deadline for pin design submissions for our Maine State (WF) pin(s) shall be by the June 30th of each year.
- e. The Association Director(s) reserve the right to modify any design to meet the requirements of the manufacturer.
- f. MeOo™ strives to make these pins as affordable as possible for its teams; team members, coaches, and supporters may purchase as many pins as they wish.

20. Scholarships

- a. There are two Odyssey of the Mind scholarships for which Maine students are eligible - the Creative Opportunities Unlimited (COU) Scholarship and the Maine Odyssey of the Mind Scholarship. The Maine Odyssey of the Mind Scholarship is a \$500 award, given to the student's post-secondary place of education upon demonstration of successful completion of the first semester of the freshman year.
- b. Application for both of these scholarships is done through the COU process posted on their website (www.creativeopportunities.org).
- c. Only applicants for the COU scholarship are eligible for the Maine Odyssey of the Mind scholarship. The recipient of a COU scholarship is not eligible to receive a Maine Odyssey of the Mind scholarship.
- d. High ranking Maine students who do not receive a COU scholarship may be eligible for the Maine Odyssey of the Mind Scholarship. Information regarding ranking is obtained from COU by the Association Directors.
- e. The criteria for awarding the Maine Odyssey of the Mind Scholarship is developed by the Board's designees.
- f. Maine Odyssey of the Mind reserves the right not to award a scholarship in any year in which it is determined that a suitable candidate is not among the applicants.

21. Student Board Members

- a. High school aged students in grades 9 through 11 are invited in the fall (provided there is a student board position available) to submit to the Board of Directors a letter of interest. The letter should include a little about the student's background and experience in Odyssey, the school they attend and their grade, what they feel

they can contribute to the Board, and anything else they think will help the Board learn more about them.

- b. Student Board members must: a) Attend monthly Board meetings in Portland; b) Assist at some Odyssey functions; c) Provide a student perspective on Odyssey.
- c. Student Board members can, but are not required to, be on an Odyssey team the year they apply.

22. Social Media

- a. How Maine Odyssey is represented
 - i. Only a PR/Social Media Representative appointed by the Board or AD may post for Maine OotM.
 - ii. All posts must be approved by the PR/Social Media Representative.
 - iii. PR/Social Media Representative shall publish a list of what is and is not allowed on pinned posts
- b. Appropriate use
 - i. To communicate with coaches and OotM community
 - ii. To communicate upcoming events and/or deadlines or OotM events in other areas or National
- c. Responsibilities / Response
 - i. Moderator(s) shall be appointed by the PR/Social Media Representative and shall be responsible for monitoring MeOotM Social Media on a several times a day basis
 - ii. Only positive supportive posts will be allowed this includes comments to posts
 - iii. Inappropriate posts/comments will be deleted
 - iv. MeOoTM will not respond to any inappropriate posts
 - v. Questions on current year problems will not be allowed and will be deleted with a comment to submit a clarification.
- d. Posting of Solutions
 - i. There should be no public posting videos or pictures of Team Problem Solutions until after World Finals; this may provide outside assistance to other teams.
- e. Team Social Media Best Practices
 - i. All team social media presence/pages should be private
 - ii. Private posts with password or invitation only access of Team Problem Solutions may be posted on Social Media if only the owner can give access. In other words, a friend of a friend may not access the solution post without permission of the owner.
 - iii. Access to team page should be by invitation only from the page owner.

- iv. No students other than team members should be allowed on the page
- v. Parents and close adult family members could be allowed on the page

23. Team Requirements:

- a. Judges/Volunteers
 - i. All teams competing at a Regional level must provide one judge and one volunteer per team. The judge may be a returning official or a new one.
 - ii. All teams participating in the Primary Tournament must provide one judge and one volunteer.
 - iii. All judges must participate in Judge Training. Exceptions MAY be made to this requirement at the discretion of the Judges Coordinators.
 - iv. Judges and volunteers submitted by teams must be actual nominees, with accurate contact information.
 - v. Entering fictitious names or place fillers in order to meet the registration deadline may result in the team's registration being declined and the team may not be scheduled to perform. This can be remedied by providing the requisite judge/volunteer by the Monday before judges training (however the team will likely be last to be scheduled and special scheduling requests may not be accommodated.) [subject to late fee schedule below]
 - vi. Teams are only considered as having met a registration deadline after the Tournament Director (after consultation with Judge's coordinator and Volunteer Coordinator) confirms the participation of their judge and volunteer.
 - vii. The failure of a registered judge to attend training without prior approval of the Judges Coordinator will be addressed by the Judges Coordinator.

b. Payment of Registration Fees

- i. Payment, or a Purchase Order, must be received by January 30th for teams registered by January 15th.
- ii. For teams registering between January 15 and January 30th payment, or a Purchase Order, must be received by February 15th.
- iii. Teams whose payments are not received by January 30th will be assessed at \$25 late fee and will not be scheduled to perform until paid in full.

Costs per team, Maine Odyssey of the Mind 2017-18

Tournament	Registration Date*	Paid by	Amount due	Implications**
Regionals	Jan. 15 or earlier	Feb. 15	\$60	Hooray! You are all set!
Regionals	Jan. 15 or earlier	Feb. 16 - 28	\$85	\$25 late fee has been assessed
Regionals	Jan. 16-31	Feb. 28	\$85	\$25 late fee has been assessed
Primary	Jan. 31	Feb. 28	\$25	No late fee for Primary

*Note that *Registration* means that a legitimate judge and volunteer have been confirmed for your team.

**Important Note (don't let this happen to you!): Teams that are not paid in full by February 28 will be scheduled without regard to distance or specific scheduling needs.

- iv. The Treasurer records receipt of payment. The Treasurer and/or Tournament Directors shall follow up on delinquent accounts.

24. Teams advancing to next competition level

- a. Except as provided below, all teams, including teams where there is limited competition, must participate in Regional Competition in order to advance to the State Tournament.
- b. Except as provided below, all teams, including teams where there is limited competition, must participate in the State Tournament in order to advance to World Finals.
- c. Except as provided below, all teams must participate in both Long Term and Spontaneous in order to advance to the next level of competition.

- d. The three top scoring competing teams in each problem/division at Regionals advance to the State Tournament. Teams tied for any of the top three positions are also invited to the State Tournament.
- e. First and Second place teams at the State Tournament in each problem/division are invited to attend World Finals. Teams who are tied for either of these positions are also invited to attend World Finals.
- f. Team and individual Ranatra Fusca (RF) winners are invited to attend World Finals. In keeping with CCI (“Creative Competitions, Inc.”) policy, an individual Ranatra Fusca award conveys an invitation for the entire team to attend World Finals.
- g. Only teams placing first, second or RF winners are invited to World Finals. A decision by any team not to attend does not convey an invitation to another team. Third place teams do not fill any vacancy created by a team’s decline.
- h. In all cases, and particularly in cases of limited competition, it is expected that any advancing team shall have put forth a good faith effort.
- i. Division IV Teams are not required to compete at Regionals or States Tournaments in order to advance to World Finals.

25. Tournaments - Closing Ceremonies

- a. Maine Odyssey of the Mind strives to begin its Awards Ceremonies promptly and at the time announced to teams in the competition program or “app”.
- b. Awards Ceremonies begin at the direction of the Tournament Director (TD), or, in the absence of the TD, the Association Director(s).

26. Tournaments - Outside Organizations

- a. No vendor tables, or other fundraising/solicitations, by organizations other than those directly affiliated with Maine Odyssey of the Mind may be set up at any MeOoTM functions. This includes schools, non-profit organizations, for-profit organizations, teams, etc.
- b. MeOoTM may allow outside organizations, such as booster organizations, to provide food or other needed materials/provisions at its functions. Requests for such must be approved by the Association Director(s).

27. Tournament - Regions

- a. Maine Odyssey of the Mind strives to have regions of relatively equal size. Determination of placement in regions is made by the State Tournament Director.
- b. For the 2017-18 season, the Regions are as follows:
 - i. Discovery Region: York County, plus the towns of Windham, Westbrook and Gorham

- ii. Challenge Region: The remainder of the state of Maine
- c. Teams must compete in the region to which they are geographically assigned.
- d. The Board reserves the right to reassign a team(s) from an under- or over-subscribed problem to the alternate region.

28. Tournament - Teams Competition Limit

- a. Maine Odyssey of the Mind is committed to providing the optimal situation for scheduling teams for competition. This extends to setting a maximum number of teams that can compete in a problem/division.
- b. For the 2017-18 season, the maximum number of teams that will compete in a problem per division is 18.
- c. Teams registering by the regular deadline (January 15) are assured a spot on the schedule. It is the obligation of Maine Odyssey of the Mind to create a competition schedule that allows for all teams registering on time to participate.
- d. Teams registering after the regular deadline, i.e., between January 16 and January 31, are accepted for participation on a space-available basis.

29. Trainings

- a. Coaches Training
 - i. There will be no fees charged for coaches training
 - ii. Any coach, prospective coach, or team parent may attend
 - iii. Trainers shall discuss neither the current year's problem nor interpretations of the current year's problem
- b. Judges Training
 - i. There are no fees charged for Judges training
 - ii. Only Judges and prospective Judges for the current year may attend the current year training
- c. Blastoff Training/ Spontaneous Training
 - i. Each student attending will be charged a nominal fee, \$5.00 in the 2017-18 school year.
 - ii. All trainers must be vetted with the Association Director(s).
 - iii. The Chairperson will be responsible for the training curriculum
 - iv. Trainers shall discuss neither the current year's problem nor interpretations of the current year's problem
 - v. Any problem may register
- d. Deadline for Training Registration
 - i. Registration deadline is when the training is full, or the Wednesday before the Saturday training, whichever comes first.
- e. All Trainers

- i. Should have a minimum of 3 years Odyssey experience
- ii. All trainers shall be vetted with the Association Director(s).

30. Tribunal Composition

- a. Tribunals are instituted when there is a question about application of a long-term problem requirement that cannot be resolved through the head judge. Tribunals may not be convened for the purpose of discussion of a subjective score. The tribunal consists of three impartial parties.
- b. Whenever possible, the tribunal should be made up of a mixed gender panel. Potential members of the tribunal include:
 - i. Judges Coordinator
 - ii. Non-judging official
 - iii. Judge from another problem
 - iv. Knowledgeable MeOoTM Board member
 - v. Other member as determined by the Tournament Director and Judges Coordinator.
- c. Members of the tribunal should not include:
 - i. Association Directors
 - ii. Coach of a team in the problem under review
 - iii. Anyone who might have conflict of interest
- d. Tribunals are conducted in a private area where conversations may be held out of earshot of others, but where the team and tribunal members are visible to those with direct involvement, e.g., coaches, tournament officials.

31. Vendors

- a. Vendors are selected by the Official(s) overseeing any given event.
- b. Selection should be based on cost, convenience, quality, and consistency.
- c. This applies to pins, t-shirts, trophies, sales merchandise, etc.

32. World Finals

- a. Attendance
 - i. Qualifying teams and coaches (see section 24), nominated and CCI-accepted officials, the World Finals Coordinator, the Association Director(s), and the Creativity Festival Coordinator attend World Finals on behalf of MeOoTM.
 - ii. Parents, supporters and other guests may attend World Finals as well.
- b. T-Shirts, Ceremony Items & Pins

- i. MeOoTM provides teams and coaches advancing to World Finals, free of charge, the following: Maine “World Finals” t-shirt and an item to represent Maine at Opening/Closing Ceremonies.
 - ii. Additional t-shirts and/or Opening/Closing items may be purchased by teams attending World Finals at a price established by the ADs.
 - iii. World Finals deadlines for pin and t-shirt orders are established by the World Finals Coordinator based on guidance from our pin supplier and schedule of the t-shirt supplier. Deadlines are such that they need to be adhered to.
- c. Creativity Festival (“CF”)
 - i. The World Finals Coordinator shall determine who will construct and organize the Creativity Festival booth.
 - ii. The Creativity Festival coordinator receives compensation in the form of one free housing package, provided by CCI.
 - iii. The Creativity Festival coordinator’s responsibilities are to construct the activity, organize a schedule of World Finals team volunteers to staff the booth, arrange for transport to and, if necessary, from World Finals, set up and take down the booth, and conduct any training needed for running the booth.
 - iv. The Creativity Festival entry must be approved by the World Finals Coordinator. The costs of the CF entry are reimbursed to the CF Coordinator at actual prices (receipts necessary). The cost should not exceed \$150.00.
- d. Float or Banner Entry
 - i. The World Finals Coordinator determines who will construct and organize the Float or Banner entry for World Finals.
 - ii. There is no compensation for the Float or Banner entry Coordinator.
 - iii. The Float or Banner coordinator’s responsibility is to design and construct (alone or with the help of others) an entry for the World Finals Float and Banner Parade.
 - iv. The F&B entry must be approved by the World Finals Coordinator, who organizes teams to support the Parade entry.
 - v. The costs of the F&B entry are reimbursed to the F&B Coordinator at actual prices (receipts required). The cost should not exceed \$150.00 for banner or \$250.00 for float.
- e. The Board shall be responsible for the costs of shipping/transportation of the Float, Banner and Creativity Festival materials.